



DEPARTMENT OF THE NAVY
CHIEF INFORMATION OFFICER
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

11 May 2022

From: Department of the Navy Chief Information Officer
To: Department of the Navy Chief Information Officer, Chief of Staff

Subj: REQUEST TO HOST THE DEPARTMENT OF THE NAVY INFORMATION
TECHNOLOGY CONFERENCE EAST, 23 -25 May 2022

Ref: (a) Request for DON IT Conference approval of 6 May 2022
(b) DoD Conference Guidance, Version 4.0 of 26 June 2016
(c) SECNAV MEMO Implementation of Consolidated Department of Defense Corona
Virus Disease 2019 as of 29 Apr 2022

Encl: (1) Department of the Navy Hosted Conference Reporting Form

1. The request in reference (a) to host and in conjunction with reference (b) the Department of the Navy (DON) requests approval to host the subject DON IT Conference East. Per reference (c) the conference is planned to be hybrid; that is in-person attendance and virtual via Microsoft Teams. If necessary, due to a change in the COVID-19 situation, the conference can be all virtual. The following applies.
2. Department of the Navy, Chief Information Officer Chief of Staff must:
 - a. Monitor and track conference registration. Request prior approval for total conference costs exceeding \$250,000.
 - b. Report the actual number of attendees and hosting cost to Department of the Navy/Assistant for Administration, Programs and Integration Division no later than 10 June 2022. Complete the "Actual" column of enclosure (1) and send via e-mail to W_DONAA_PTGN_CSD_US01@navy.mil.
 - c. Ensure all contracting actions comply with applicable fiscal and procurement laws and regulations.
3. Rental cars shall not be authorized unless they are mission required or the most cost-effective means of transportation, and specifically approved by the authorizing official.
4. Attendees must annotate their travel vouchers if meals are provided by the conference host.
5. Lodging and meals will be reimbursed to the attendees in a Temporary Additional Duty status only at the authorized per diem rate.

6. If applicable, the attendees are required to file tax exemption forms to reduce lodging expenses.
7. Attendees must be good stewards of taxpayer dollars in attending this event.
8. Travel authorizing officials and certifying officers are responsible for protecting taxpayer funds from fraud, waste, abuse, and mismanagement.
9. In accordance with the reporting requirements of reference (b), this event will be reported to the Department of Defense (DoD) and publicly posted as part of the Fiscal Year 2022 DoD Annual Conference Report.
10. Attendees should contact [DONCIO NEWS AND AWARDS@us.navy.mil](mailto:DONCIO_NEWS_AND_AWARDS@us.navy.mil) if they have any questions.

Aaron Weis